

14 FAM 540

PROCURING TRAVEL AND TRANSPORTATION

(CT:LOG-181; 11-19-2014)
(Office of Origin: A/LM)

14 FAM 541 USE OF EXCESS AND NEAR-EXCESS FOREIGN CURRENCIES FOR OFFICIAL TRAVEL AND TRANSPORTATION EXPENSES

(CT:LOG-123; 04-23-2012)
(Uniform State/USAID/Commerce/Agriculture)

Use, whenever feasible, excess and near-excess foreign currencies owned by the United States to pay for air, ship, and rail tickets and for transportation expenses incurred in shipment of unaccompanied baggage, household effects, and privately owned motor vehicles.

14 FAM 542 TRAVEL MANAGEMENT CENTERS

(CT:LOG-131; 06-18-2012)
(Uniform State/USAID/Commerce/Agriculture)

- a. Travel originating within the Continental United States (CONUS): To ensure compliance with 41 CFR 301-10, 41 CFR 301-50, and 41 CFR 301-73 regarding the use of Federal Travel Management Center (TMC), all employees who originate travel within CONUS must use the current TMC under contract with the appropriate foreign affairs agency in Washington, DC.
- b. Travel originating outside the continental United States:
 - (1) Outside the continental United States (OCONUS), all employees must use the current TMC under contract with the Department of State or other foreign affairs agency at that location; and
 - (2) At locations where no TMC exists, passenger transportation services may be procured from branch offices or general agents of U.S.-flag carriers, or from travel agencies provided that the amount paid to the travel agency is not greater than the amount that would be chargeable if the services had been obtained directly from the carriers involved.

14 FAM 543 CONTRACT CARRIERS

(CT:LOG-181; 11-19-2014)

(State/USAID/Commerce/Agriculture)

- a. The use of contract air carriers offering discount (city-pair) fares between certain cities, contracted for by the General Services Administration (GSA), are considered advantageous to the U.S. Government, and their use by travelers and procurement officials is mandatory for authorized air travel between the city-pair except when:
- (1) Space on a scheduled contract flight, including a confirmed space for pet(s) as checked baggage, is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip. (**NOTE:** When pet movement is the determining factor for nonuse of the contract carrier because there is no ability to move the pet as checked baggage on the same flight as the traveler under this exception, the traveler and **not** the U.S. Government is responsible for travel costs exceeding the most economical direct travel routing and for the airline cost of moving the pet(s));
 - (2) The contractor's flight schedule is inconsistent with the provisions of 14 FAM 581.1 with regard to scheduling travel during the employee's regularly scheduled workweek;
 - (3) A noncontract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the U.S. Government, to include the combined costs of transportation, lodging, meals, and related expenses. (**NOTE:** This exception does not apply if a contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a noncontract carrier is restricted to U.S. Government and military travelers on official business and may only be purchased with a Form SF-1169, U.S. Government Transportation Request (GTR), contractor-issued charge card or centrally billed account (e.g., YDG, MDG, ODG, VDG, and similar fares));
 - (4) Rail service is available, and such service is cost effective and is consistent with mission requirements; or
 - (5) Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to *the passenger*.
- b. If a noncontract carrier flight meets the criteria in paragraph a (1), (2) or (3) of this section and is selected for travel, the traveler is required to complete Form DS-4022, Justification Certificate for Using a Noncontract Air Carrier. See 14 FAM 543.1.
- c. If the contract carrier offers a lower cost, capacity-controlled, coach class contract fare (e.g. MCA, QCA, VCA, etc.), or a lower cost, unrestricted coach

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class fare, in addition to the unrestricted coach class contract fares (YCA), the traveler should use the lower cost fare when it is available and *can*, to meet mission requirements.

- d. When departing from or arriving at a U.S. metropolitan area with multiple airports:
 - (1) For U.S. domestic travel, the city-pair contract is airport specific and the traveler may use the airport that best suits the traveler's needs and is cost effective;
 - (2) For international travel, the city-pair contract is city specific and generally only one airport is identified for contract use. Should contract carriers provide service to/from multiple city airports, the traveler may transit the airport of choice; however, the traveler must use the least costly fare basis available for the authorized class of service for travel to/from the metropolitan area; and
 - (3) Cities with multiple airports include Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco, and Washington, DC. *The GSA city-pair fare contract does not classify Miami/Ft. Lauderdale as a single metropolitan area. However, travelers should use the least costly fare basis available for the authorized class of service in conjunction with the most economical ground transportation costs for travel to/from the Miami/Ft Lauderdale area.*
- e. Absent contract air carriers offering international city-pair fares to/from U.S. metropolitan areas, travelers will use the least costly fare basis available for travel to/from the U.S. metropolitan area.
- f. In all cases, the traveler is expected to use good judgment in minimizing costs to the U.S. Government consistent with accomplishing the mission in a timely manner.
- g. Travelers are not authorized to use U.S. Government contract rates when conducting indirect travel.

14 FAM 543.1 Justification

(CT:LOG-181; 11-19-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

- a. Travelers must complete a Justification Certificate (Form DS-4022) for non-contract carrier travel authorized by 14 FAM 543_(a) (1), (2) and (3). The form must include complete information on both the contract fare and the noncontract, commercial fare. The form may be requested by the Federal Travel Management Center (TMC) in order to book the noncontract fare. *The* traveler must submit a file copy with the travel voucher upon completion of travel to support audit requirements. Justification is not required for travel

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authorized by 14 FAM 543 (a) (4) and (5).

- b. The *justification* may be approved by the traveler's approving official, a post management officer or USAID executive officer at post, a Department of State bureau executive officer, or the Chief of Travel and Transportation in Washington, DC (For FCS: Approving official is the Senior Commercial Officer, Regional Senior Commercial Officer or Regional Director).
- c. Financial responsibility for unauthorized use of a non-contract air carrier lies with the traveler except when such travel is authorized in accordance with paragraph (b).

14 FAM 544 PAYMENT INSTRUMENTS FOR THE PROCUREMENT OF TRAVEL

14 FAM 544.1 Use of Primary Payment Instruments and Form SF-1169, U.S. Government Transportation Request (GTR), to Procure Transportation

(CT:LOG-123; 04-23-2012)

(Uniform State/USAID/Commerce/Agriculture)

The primary payment instruments to be used to procure transportation for official travel are either U.S. Government contractor-issued individually billed travel cards or centrally billed accounts. However, if use of a U.S. Government contractor-issued individually billed travel card or a centrally billed account is not accepted or its use is impracticable, special circumstances justify the use of Form SF-1169, U.S. Government Transportation Request (GTR), to procure transportation. An accountable office may furnish the traveler a sufficient number of blank GTRs to accomplish the authorized travel. GTRs will not be used to procure any transportation service costing less than \$10, unless special circumstances justify such use (see 4 FAM 472; see also 14 FAM Exhibit 513 and 14 FAM Exhibit 517.4 on preparation and use of GTRs).

14 FAM 544.2 Use

(CT:LOG-123; 04-23-2012)

(Uniform State/USAID/Commerce/Agriculture)

- a. Whenever special circumstances justify, and a carrier accepts it, use the Form SF-1169, U.S. Government Transportation Request (GTR), to obtain passenger transportation for official travel. Taking the form of pre-punched card stock, the GTR is a numbered and accountable form.
- b. Individual snapout assemblies consist of one original (Form SF-1169-132); one memorandum card copy (Form SF-1169-232); one duplicate paper copy (Form

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SF-1169-332); and one triplicate paper copy (*Form SF-1169-432*). GTRs must be signed by the authorized traveler who acts as the issuing officer (see 14 FAM 544.10).

- c. The GTR order must list the full name of the transportation service provider or travel management center to which it will be submitted and the transportation services to be procured.

14 FAM 544.3 Source

(CT:LOG-181; 11-19-2014)

(State/USAID/Commerce/Agriculture)

- a. If use of a U.S. Government contractor-issued individually billed travel card or a centrally billed account is not accepted or its use is *impractical*, special circumstances justify the use of Form SF-1169, U.S. Government Transportation Request (GTR), to procure transportation. Upon presentation of a travel authorization, travelers may obtain GTRs before departure or en route from their executive or management officers in the Department, USAID, Commerce, the State Department Transportation Division, or from posts abroad.
- b. Posts that require GTRs may contact the Department's Transportation and Travel Management Division (A/LM/OPS/TTM) to request additional forms.

14 FAM 544.4 Responsibilities of Accountable Officer

(CT:LOG-181; 11-19-2014)

(State/USAID/Commerce/Agriculture)

- a. The accountable officer designated in accordance with 14 FAM 517.4 will verify receipt of Form SF-1169, U.S. Government Transportation Request (GTRs) by providing the GTR serial numbers, date of receipt, and the name, telephone number and email address of the accountable officer to Mr. Jack Brothers, Jr., GSA/FAS, Inventory Management and Customer Assistance Branch (QSDLBA-WS), 819 Taylor Street, Room 6A00, Fort Worth, TX 76102.
- b. The accountable officer must make provision for safeguarding and controlling the issuance of GTRs through the maintenance of an appropriate control register.
- c. When GTRs are issued to a traveler, the accountable officer will stamp or indicate the name of the post of issuance on the memorandum copy used for relief of accountability.
- d. The accountable officer will transfer accountability of GTRs by obtaining an appropriate receipt from the traveler, or person acting as agent for the traveler, or another accountable officer who accepts the forms. Inform the person accepting such accountability of the provisions of 14 FAM Exhibit 513 and 14 FAM 517.4.

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- e. The person (whether the traveler or a representing agent) who accepted accountability for the GTRs is responsible for furnishing the accountable officer with a memorandum copy of forms provided to carriers, or other documentation acceptable to the accountable officer. When the accountable officer receives this documentation, the officer makes a record on the accountability register. The accountable officer at post may relieve a person of accountability on behalf of another accountable officer provided the latter is notified.
- f. The accountable officer who accepts unused, canceled, and spoiled GTRs furnished to a traveler by the Department or USAID will destroy them, recording the action on the control register.
- g. The traveler must provide a report for the post accountable officer concerning lost or stolen GTRs furnished by the Department or USAID stating efforts taken to recover the item(s). The report is forwarded to the principal or management officer, who will determine that accountability requirements have been met. The *U.S. Government* Accountability Office (GAO) will determine whether relief can be granted to the accountable officer or to the traveler of responsibility for lost or stolen GTRs.
- h. If the name of the carrier and services desired were filled out in the case of a lost or stolen GTR, the named carrier and other initial carriers must be immediately advised not to honor the GTRs. Notification should be made to the General Services Administration, which will determine whether payment to the carrier may be made. If the information received from the traveler indicates that the "Bill To" section of the GTR was filled in, a copy of the report will be furnished the "Bill To" office to alert it to the possible unauthorized use of such GTRs. If found or recovered, under no circumstances should GTRs that have been previously reported as lost or stolen be used to obtain transportation or accommodations. The report and statement of relief of accountability must be held for the next regular examination by the auditors or Foreign Service inspectors in order that they may confirm that accountability requirements have been fully met. The accountable officer must notify the Office of Inspector General, Office of Investigations, if a pattern of suspected thefts emerges, such as multiple cases of missing GTRs implicating the same person or group of persons, or if other aggravating factors surround the disappearance of GTRs.
- i. The accountable officer will be held accountable for any amounts that the U.S. Government may be required to pay by reason of fault or negligence of the accountable officer.
- j. GTRs issued to agencies other than the Department of State and USAID will be accounted for in accordance with the regulations of the applicable agency.

14 FAM 544.5 Spoiled or Canceled Transportation Requests

(CT:LOG-181; 11-19-2014)

(State/USAID/Commerce/Agriculture)

- a. General records regulations prescribed by the General Services Administration provide that Form SF-1169, U.S. Government Transportation Request (GTRs), and empty covers for them which are spoiled in handling, or which are canceled, or voided for any reason, are not record materials. They must be destroyed as soon as accountability requirements are met (see 4 FAH-3 H-312). Destroy the accountability records themselves four years after all entries for the records are cleared.
- b. Travelers must return all copies of unused, canceled, and spoiled Form SF-1169, U.S. Government Transportation Request (GTRs), to the accountable officer for disposition. When transferred to another location, the traveler may either return Form SF-1169 to the accountable officer at the previous or the new location. The latter officer may return them or may accept accountability, notifying the original accountable officer who would be relieved of accountability.

14 FAM 544.6 Disposition of Memorandum Card Copy

(CT:LOG-151; 07-15-2013)

(Uniform State/USAID/Commerce/Agriculture)

- a. The issuing officer must insert the value of the transportation furnished on the memorandum card copy (Form SF-1169, U.S. Government Transportation Request (GTR)) and must forward it, by the fastest available means, to the office which will be billed for the transportation.
- b. Forward memorandum card copies to:
 - (1) State Department, CGFS/F/C/EC;
 - (2) USAID, "Mission Controller"; and
 - (3) Commerce, "Attention: Finance Services Division."

14 FAM 544.7 Paper Copies

(CT:LOG-123; 04-23-2012)

(Uniform State/USAID/Commerce/Agriculture)

The issuing officer should retain one paper copy (Form SF-1169-B) for that officer's records. Give the other paper copy, (Form SF-1169-C), showing the actual services furnished, to the traveler for use in the preparation and documentation of the traveler's reimbursement voucher.

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14 FAM 544.8 Payable in U.S. Dollars at Washington, DC

(CT:LOG-181; 11-19-2014)

(State/USAID/Commerce/Agriculture)

- a. When a Form SF-1169, U.S. Government Transportation Request (GTR), is issued payable by the Department, USAID, or Commerce in U.S. dollars, it must contain, as appropriate, the following billing instructions in the "Bill Charges To" block:

U.S. Department of State
Office of Claims, CGFS/F/C/EC
Charleston Financial Service Center
1969 Dyess Avenue, Building C
Charleston, South Carolina 29405

or

USAID
Electronic copies to: ei@usaid.gov

Paper copies to:
M/CFO/CMP, Room 424
1300 Pennsylvania Avenue, NW
Washington, DC 20523

or

U.S. Department of Commerce
Finance Service Division Caller Service #6025
Germantown, MD 20874

- b. GTRs payable by other U.S. Government agencies must contain the address of the paying office of the agency concerned. State and USAID certifying officers cannot certify payments in the United States for other agencies.

14 FAM 544.9 Payable at Post Abroad

(CT:LOG-123; 04-23-2012)

(Uniform State/USAID/Commerce/Agriculture)

When a Form SF-1169, U.S. Government Transportation Request (GTR), is issued payable at a post abroad, it must contain the appropriate billing instructions in the "Bill Charges To" block. If only the preprinted Form SF-1169, U.S. Government Transportation Request (GTR), is available, the accountable officer must delete the printed billing instructions from the GTR and insert the name and location of the post to be billed. The accountable officer must forward the memorandum card copy by the fastest available means to the post where the carrier's bill will be paid. GTRs on which transportation charges are payable in local currency must be billed to the post. If the travel is chargeable against a Washington, DC allotment or

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USAID Washington budget allowance, the accountable officer must prepare and forward an extra memorandum copy of the GTR to the appropriate agency as listed in 14 FAM 544.8. The accountable officer must forward extra memorandum copies of GTRs by the fastest available means to the agency bearing the cost of the travel.

14 FAM 544.10 GTRs Furnished to Traveler

(CT:LOG-181; 11-19-2014)
(State/USAID/Commerce/Agriculture)

- a. Whenever special circumstances justify, and a carrier accepts it, an employee is authorized to issue Form SF-1169, U.S. Government Transportation Request (GTR); see 14 FAM 544.1. Upon presentation of a travel authorization, an accountable officer may furnish the traveler a sufficient number of blank transportation requests to accomplish the authorized travel.

NOTE: A Form SF-1169 must not be used to procure any transportation service costing \$10 or less, unless special circumstances justify such use (see 4 FAM 472.1).

- b. If the traveler pays cash for transportation, the traveler's claim for reimbursement of the Federal transportation tax will not be allowed unless the necessity for such cash payment is clearly shown on the travel voucher.

14 FAM 544.11 Multiple Ticket Purchases under a Single (Blanket) GTR

(CT:LOG-181; 11-19-2014)
(State/USAID/Commerce/Agriculture)

In order to utilize blanket Form SF-1169, U.S. Government Transportation Request (GTRs), as a form for payment, a post must have a signed contract with a Federal Travel Management Center (TMC) provider:

- (1) A single blanket GTR is to be issued at the beginning of each calendar week or other payment period mutually agreed upon by post and the TMC provider. The blanket GTR is to cover all tickets issued during the agreed upon period which may not exceed one month; or
- (2) A listing must be maintained to show the number and value of each ticket issued under the blanket GTR.

14 FAM 545 USING CASH TO PROCURE TRANSPORTATION

14 FAM 545.1 Authorized Use

(CT:LOG-123; 04-23-2012)

(Uniform State/USAID/Commerce/Agriculture)

- a. Cash must be used to procure all passenger transportation services costing \$10 or less and to pay air excess baggage charges of \$15 or less for each leg of the trip (see 4 FAM 472.1), unless special circumstances justify the use of Form SF-1169, U.S. Government Transportation Request (GTR), or Government Excess Baggage Authorization (GEBAT).
- b. Cash, including currency, personal or travelers checks, or personal credit cards, may be used to purchase passenger transportation services up to a limit of \$100 when authorized by the authorizing officer, or, at a post abroad, the responsible transportation official.
- c. Travelers may use individually issued GSA contractor-issued charge cards to procure passenger transportation. Passenger transportation services procured with GSA contractor-issued charge cards are not subject to the \$100 cash limitation specified above. The traveler using an individual charge card to procure transportation is responsible and liable for obtaining the U.S. Government fare.
- d. Except as noted in 14 FAM 545.2 below, a GTR must be used to procure passenger transportation services costing in excess of \$100, excluding Federal transportation tax.

14 FAM 545.2 Nonemergency Use in Excess of \$100

(CT:LOG-181; 11-19-2014)

(State/USAID/Commerce/Agriculture)

- a. If the traveler uses personal funds in excess of \$100 outside of post or the Department's Travel Management Center (TMC) to purchase tickets, *the traveler* should submit a request for reimbursement as soon as possible after completion of the travel and explain the reasons for not using the TMC, as well as the amount of the reimbursement request. The traveler and/or authorizing officer should forward requests for reimbursement for personal funds (including cash equivalents such as personal credit cards or checks) to procure transportation services to the Chief of the Transportation and Travel Management Division (A/LM/OPS/TTM) in the Department of State. The traveler and/or authorizing officer must fully explain the reasons for the request. Copies of travel authorizations, ticket coupons, payment receipt(s) for the amount claimed, and any ticket refund applications, and Form SF-1170, Redemption of Unused Tickets, associated with the travel must be forwarded with the request for reimbursement.
- b. Reimbursement to the traveler who used personal funds may not exceed the cost that would have been properly chargeable to the U.S. Government had the

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traveler used a U.S. Government-provided payment resource. However, the authorizing officer may make full payment when the traveler reasonably would not have been aware of the requirement that a U.S. Government credit card or Form SF-1169, U.S. Government Transportation Request (GTR), be used to purchase common carrier accommodations for official travel, for example, because the traveler rarely travels for the U.S. Government but only as particular circumstances warrant.

- c. The use of cash may be authorized for official travel when reduced group or excursion fares become available from travel agents and when a determination has been made by the Chief of the Transportation and Travel Management Division, or the chief of mission, that the use of these fares will not interfere with the conduct of business and will result in a monetary savings to the U.S. Government. In such instances, the traveler may pay for the transportation using his or her own funds or from a travel advance, and obtain a receipt for the cost of the transportation.
- d. Authorizing officers must not impose a financial hardship on a traveler by requiring the traveler to use personal funds to purchase these services, but may provide funds through travel advances authorized in accordance with 4 FAM 463.
- e. For USAID: Requests for reimbursement should be forwarded to M/FM/CMP with the travel voucher, a copy of the travel authorization, and receipts.
- f. For Commerce: Requests for reimbursement should be forwarded with travel voucher and receipts to the Office of Foreign Service Human Capital.
- g. For BBG: Requests for reimbursement should be forwarded to the Travel Operations Manager, CFOA, with the travel voucher, a copy of the travel authorization, and receipts.

14 FAM 545.3 Emergency or Necessary Use in Excess of \$100

(CT:LOG-181; 11-19-2014)
(State/USAID/Commerce/Agriculture)

- a. The use of cash (including cash equivalents such as personal credit cards or checks) may be authorized or approved to procure transportation services for official travel, including the need to pay excess baggage charges, under emergency circumstances or when no other method is practicable. Where feasible, *the traveler should obtain* authorization for *the* use of cash *before* travel. When circumstances prevent advance authorization, the traveler may obtain approval after completing his or her travel per the agency-specific procedures noted below:
 - (1) State: From the authorizing officer at post or from the executive director of the funding bureau;

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- (2) USAID: From the authorizing officer at post or at USAID Washington, or from the authorizing officer of the funding bureau; *and*
- (3) BBG: From the Director, Office of Administration, M/A.
- b. Reimbursement to the traveler who used cash without prior authorization may not exceed the cost that would have been properly chargeable to the U.S. Government had the traveler used a U.S. Government-provided payment resource. However, the authorizing officer may make full payment when the traveler reasonably would not have been aware of the requirement that a U.S. Government credit card or Form SF-1169, U.S. Government Transportation Request (GTR), be used to purchase common carrier accommodations for official travel, for example, because the traveler rarely travels for the U.S. Government but only as particular circumstances warrant.
- c. For USAID: Requests for reimbursement should be forwarded to M/FM/CMP with the travel voucher, a copy of the travel authorization, and receipts.
- d. For Commerce: Requests for authorization or approval must be forwarded to OFSHR.
- e. Circumstances that may justify the use of cash over \$100 to procure transportation services include, but are not limited to when:
 - (1) It is not possible or practical in the relevant time frame to use anything other than cash;
 - (2) A vendor will not take anything but cash; or
 - (3) There is no travel authorization such as in cases of advance travel financed by the employee.

NOTE: For Commerce, requests for reimbursements should be forwarded with travel voucher and receipts to secretarial officers through USFCS/OIO/OFSHR.

14 FAM 545.4 Recovery of Excess Payments or Liquidated Damages

(CT:LOG-123; 04-23-2012)

(Uniform State/USAID/Commerce/Agriculture)

- a. A traveler who has procured transportation services with cash must assign to the U.S. Government the traveler's right to recover excess payment involving a carrier's use of improper rates. The following statement will appear on the travel voucher:

I hereby assign to the United States any rights I may have against other parties in connection with any reimbursable charges described herein.
- b. In instances where an air carrier is liable for liquidated damage payments because of its failure to provide confirmed reserved space, the traveler is responsible for having the carrier's check made payable to the Treasurer of the

United States.

14 FAM 546 ARRANGING AND PROCURING INDIRECT TRAVEL

(CT:LOG-123; 04-23-2012)

(Uniform State/USAID/Commerce/Agriculture)

- a. All arrangements for indirect travel for personal convenience must be made by the traveler directly with the transportation company furnishing the services, or with travel agencies subject to the provisions of 14 FAM 542.
- b. When official travelers journey for personal convenience on other than a usually traveled route, regional bureaus or appropriate offices, or the designated officer at post may, upon request, issue a Form SF-1169, U.S. Government Transportation Request (GTR), or other procurement document to the company furnishing the services as if a usually traveled route had been used. The traveler is not authorized U.S. Government rates when traveling indirectly and/or for personal convenience. The GTR (or other procurement document) then may be presented to the carrier in exchange for indirect transportation desired, in accordance with the following procedure:
 - (1) The issuing officer must attach a letter to the GTR which will authorize the carrier's agent to furnish the traveler with transportation or accommodations other than those specified in the request in accordance with the traveler's wishes (e.g., via an indirect route), subject to the following conditions:
 - (a) The cost of transportation payable by the U.S. Government may not exceed the constructive cost of a usually traveled route authorized on the GTR. When the traveler desires higher priced indirect routings, the cost of such unauthorized services (including such U.S. taxes as applicable) must be paid by the traveler and collected by the carrier at the time the GTR covering the authorized services or accommodations is exchanged for tickets; and
 - (b) When the GTR is exchanged for tickets, the traveler must record in the space provided on the reverse of the original and memorandum copy of the GTR (or on the original and duplicate of the request forms issued to procure tickets) the type and class of transportation or accommodations furnished for each segment of the journey, and sign the statement; and
 - (2) The traveler must be responsible for immediately forwarding the signed memorandum copy of the GTR or other procurement document, properly annotated, to the paying office indicated on the face of the request form. The traveler's signed statement on the request form will restrict the carrier billing to an amount consistent with the transportation services actually

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